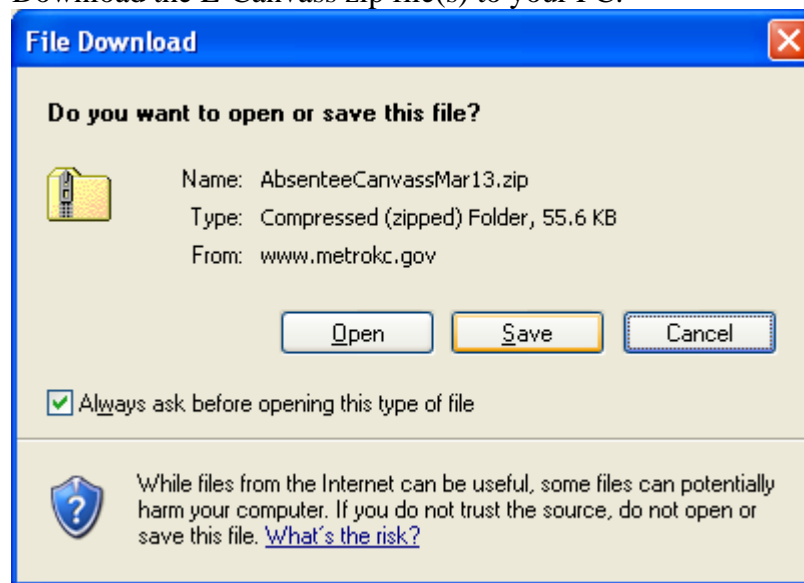


How to Use the E-Canvass File

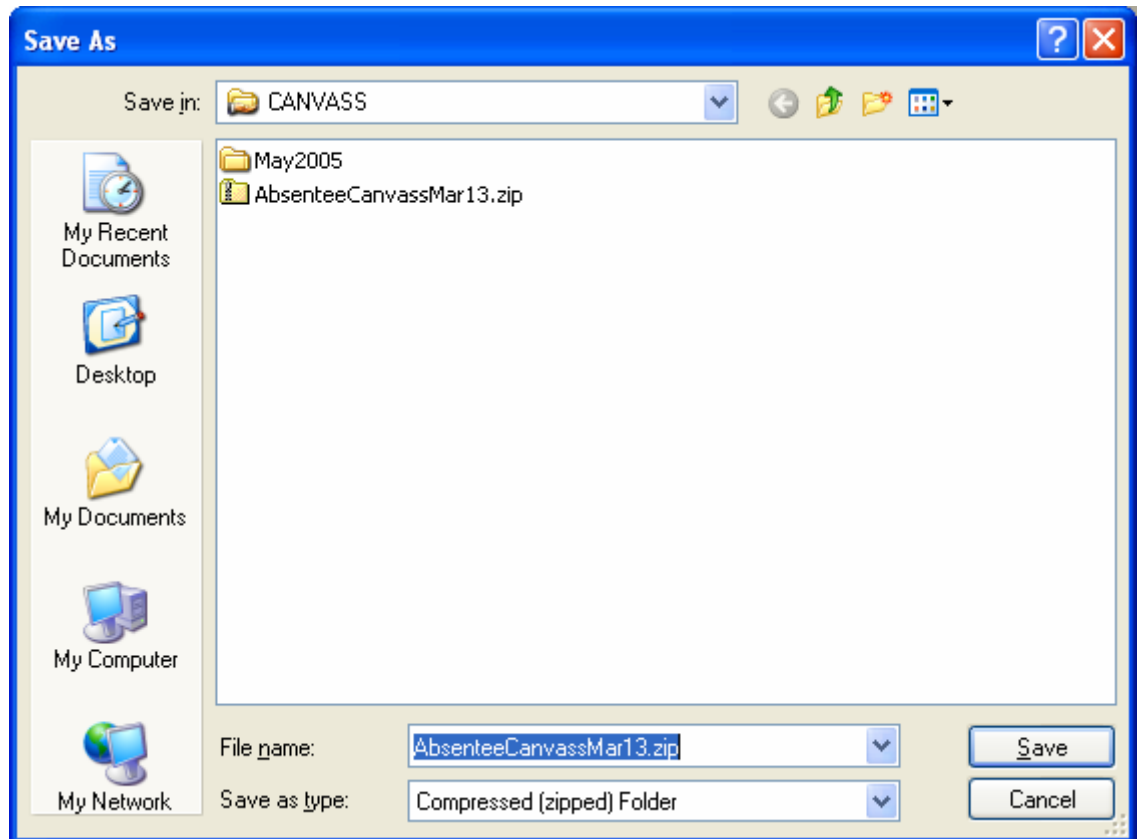
Description: The E-Canvass file is generated from the tabulation system. Two files are made available over King County Election's web site, the cumulative results, and the absentee results (mail ballot). These files are comma delimited text files (a file where fields are separated by a comma). The file contains detailed election information including the race, precinct, legislative district, county council district, counter group, candidate, registered voters, times counted, times blank voted and times over voted. In smaller elections, it is possible to download then import this data into Microsoft Excel for further analysis. For large elections, King County Elections recommend importing the file into Microsoft Access. This procedure was performed using Windows XP.

To upload data using Microsoft Excel, follow the procedures listed below.

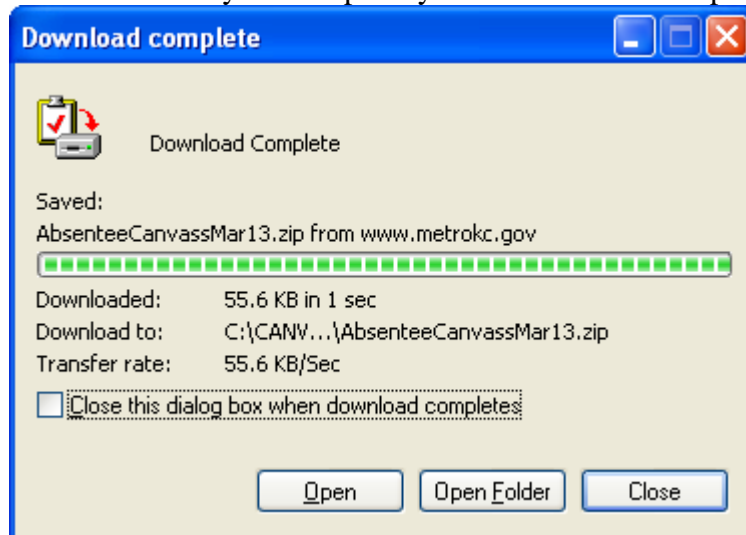
- Download the E-Canvass zip file(s) to your PC.



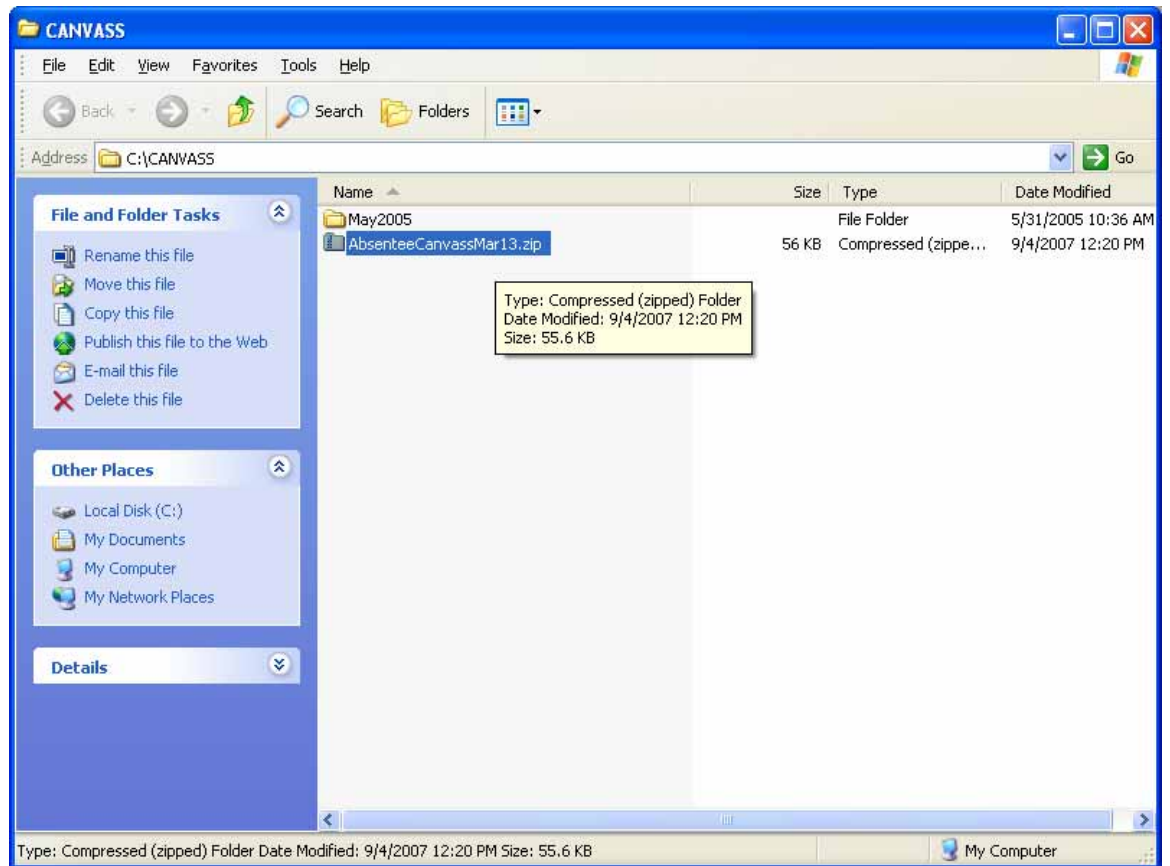
- Click the Save button to save the file to your computer and bring up the following window.



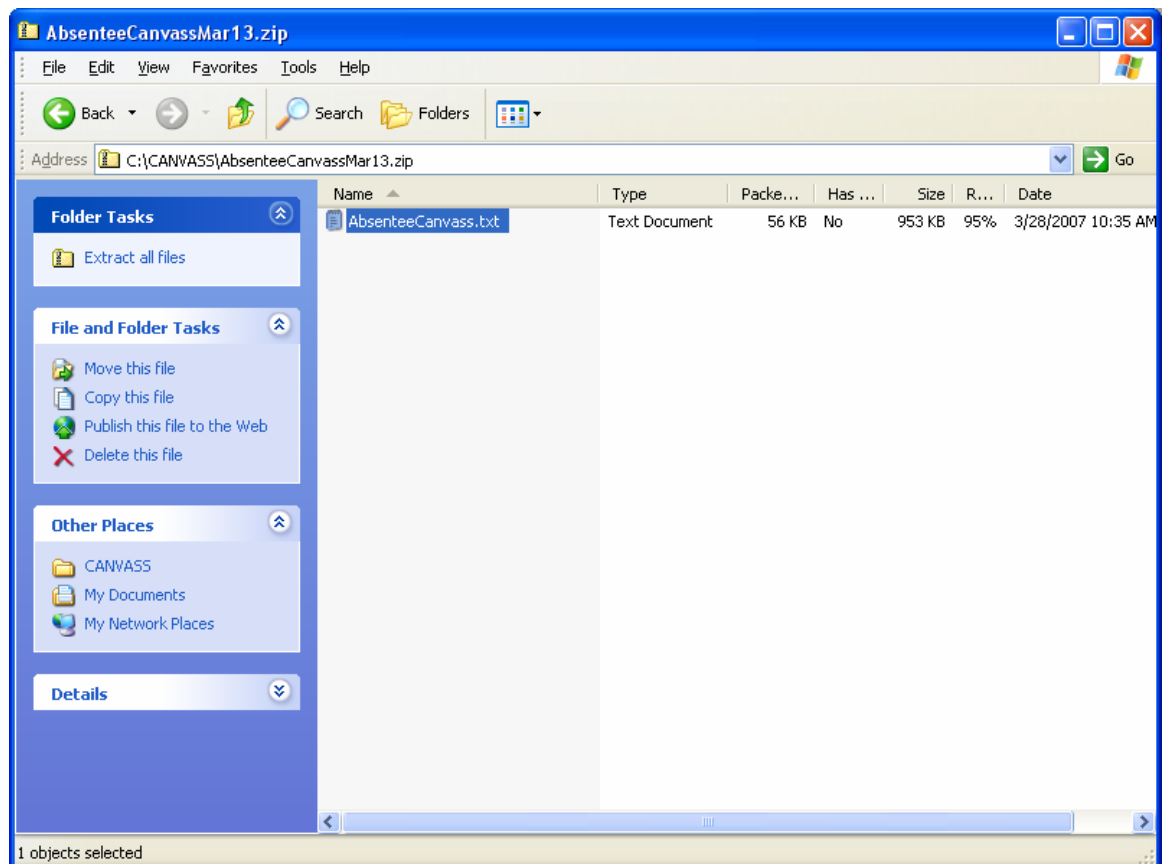
-
- Select where on your computer you wish to save the zip file then click Save



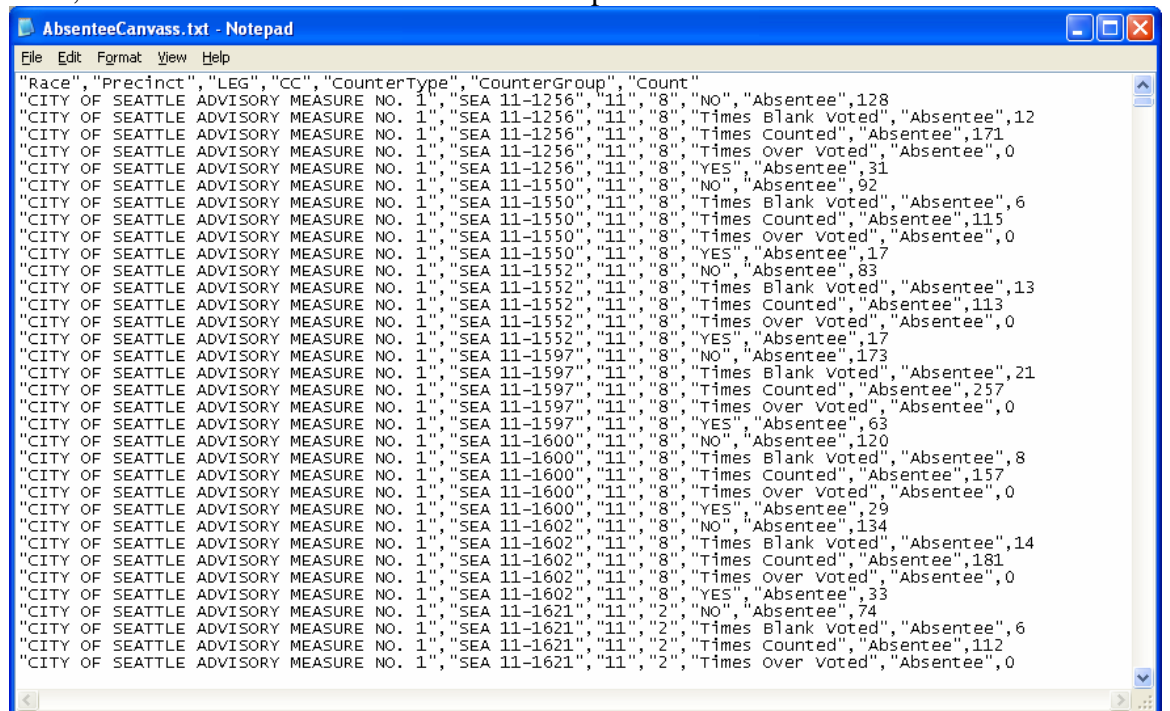
-
- After the download is complete, click the Open Folder button to bring up the following window.



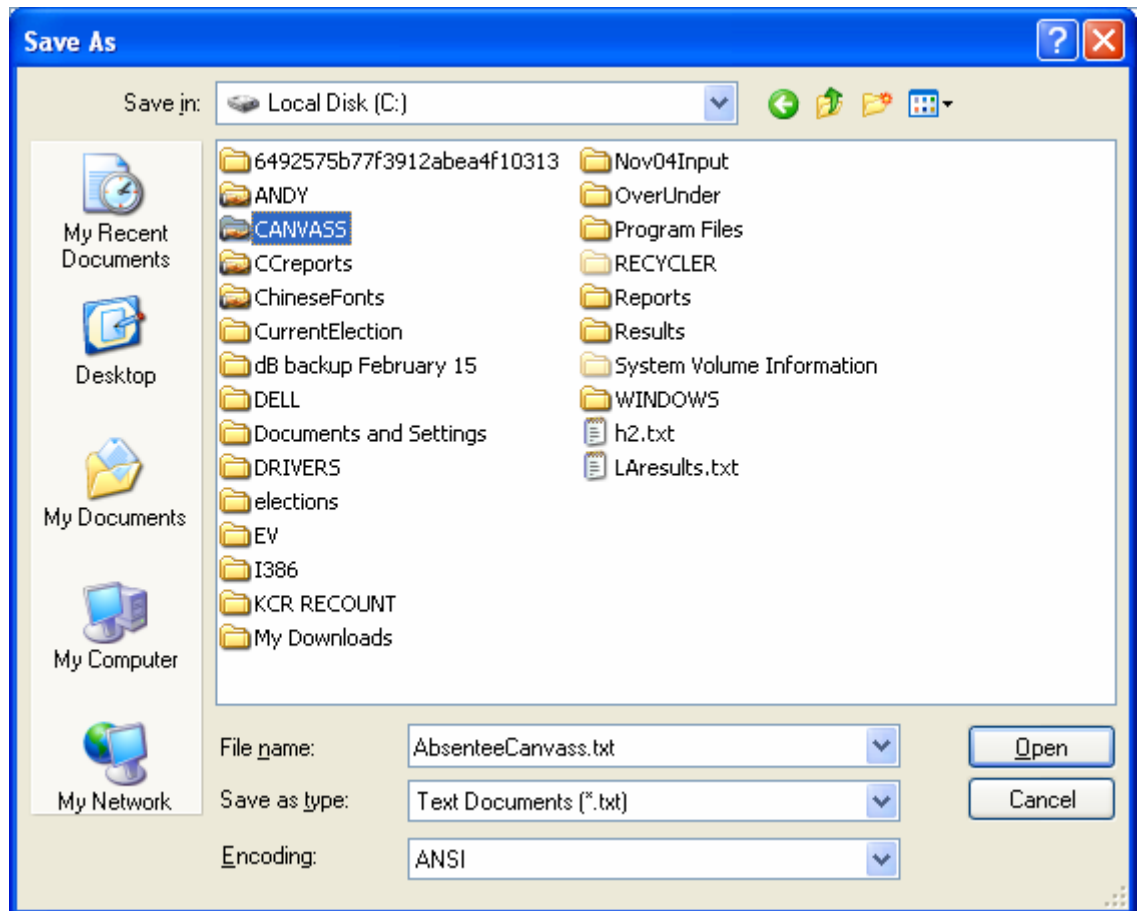
-
- Double click the downloaded zip file to create your E-Canvass file and open the following window.



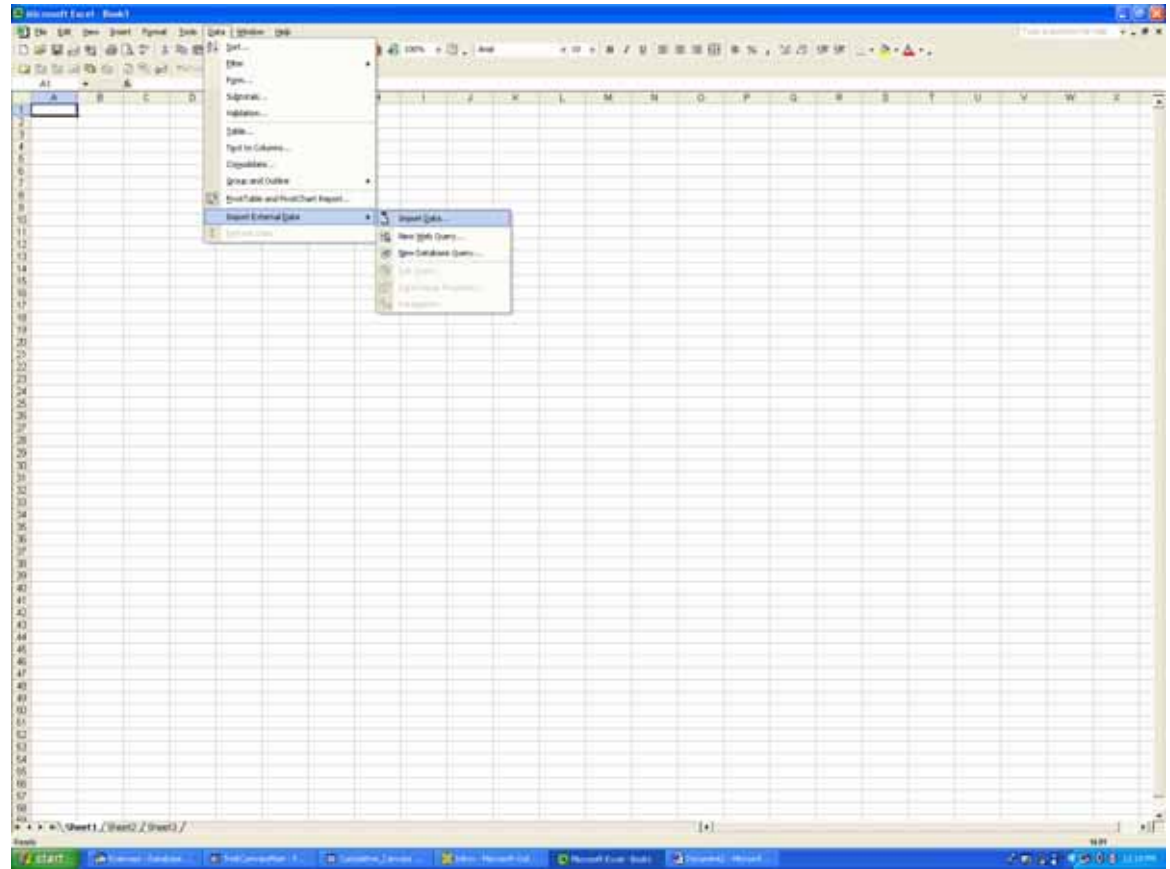
-
- Next, double click the file in the window to open the file.



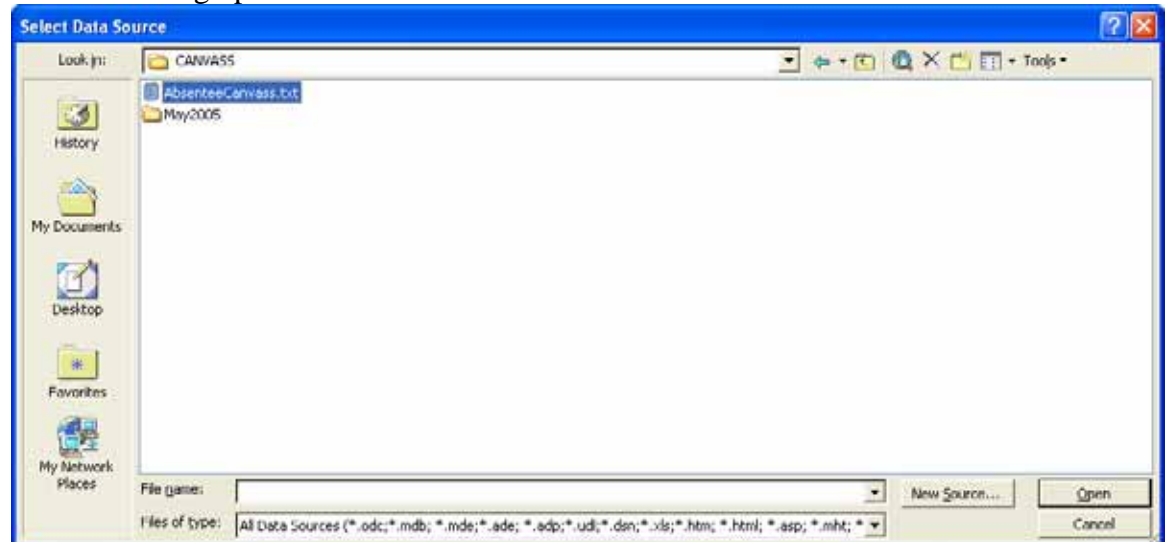
-
- Next, under the File menu select Save File As option to open the next window.



-
- Select the folder you wish to save the E-Canvass file into. Remember the name and location of this file.
- Open Microsoft Excel and create a new spreadsheet.
- Under the Data tab, select Import External Data then Import Data as in the following window.



-
- This will bring up another window as below.



-
- Select the location of your file then double click on the file name to bring up the next window.

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ **Delimited** - Characters such as commas or tabs separate each field.

☐ **Fixed width** - Fields are aligned in columns with spaces between each field.

Start import at row: File origin:

Preview of file C:\CANVASS\AbsenteeCanvass.txt.

1	"Race","Precinct","LEG","CC","CounterType","CounterGroup","Count
2	"CITY OF SEATTLE ADVISORY MEASURE NO. 1","SEA 11-1256","11","8"
3	"CITY OF SEATTLE ADVISORY MEASURE NO. 1","SEA 11-1256","11","8"
4	"CITY OF SEATTLE ADVISORY MEASURE NO. 1","SEA 11-1256","11","8"
5	"CITY OF SEATTLE ADVISORY MEASURE NO. 1","SEA 11-1256","11","8"

Cancel < Back Next > Finish

Make sure that you opt for a Delimited type of import then click the Next button to get the following window.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☐ Tab ☐ Semicolon ☒ **Comma**

☐ Space ☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier:

Data preview

Race	Precinct	LEG	CC	Count
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11	8	NO
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11	8	Time:
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11	8	Time:
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11	8	Time:

Cancel < Back Next > Finish

- Make sure the settings are exactly as above then click the Next button.
- This window appears.

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Column data format

☒ General

☐ Text

☐ Date: MDY

☐ Do not import column (skip)

Data preview

General	General	Gener	Gener	Gene
Race	Precinct	LEG	CC	Count
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11	8	NO
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11	8	Time:
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11	8	Time:
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11	8	Time:

Cancel < Back Next > Finish


- Click the Finish button to bring the E-Canvass file into Microsoft Excel.
- Using Microsoft Excel, you can now analyze the E-Canvass file from your PC.

To upload data using Microsoft Access, follow the procedures listed below.

- Download the E-Canvass zip file(s) to your PC.


File Download

Do you want to open or save this file?

 Name: AbsenteeCanvassMar13.zip
Type: Compressed (zipped) Folder, 55.6 KB
From: www.metrokc.gov

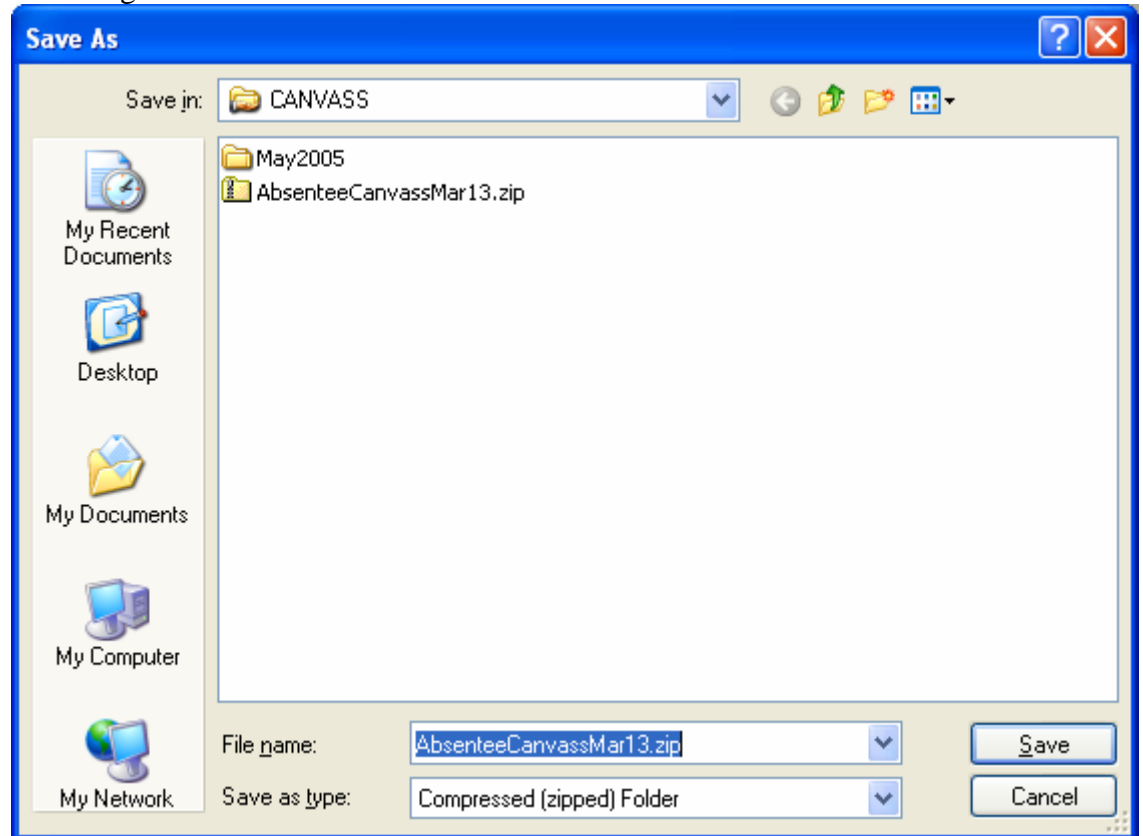
Open Save Cancel

☒ Always ask before opening this type of file

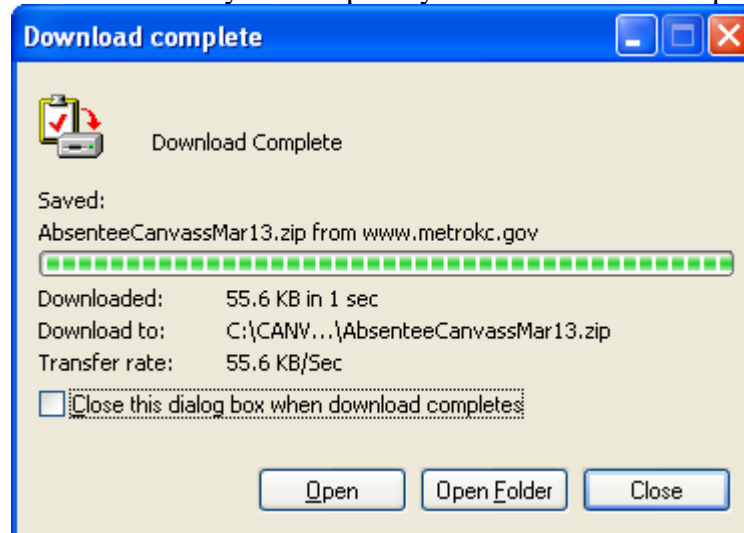
 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

-

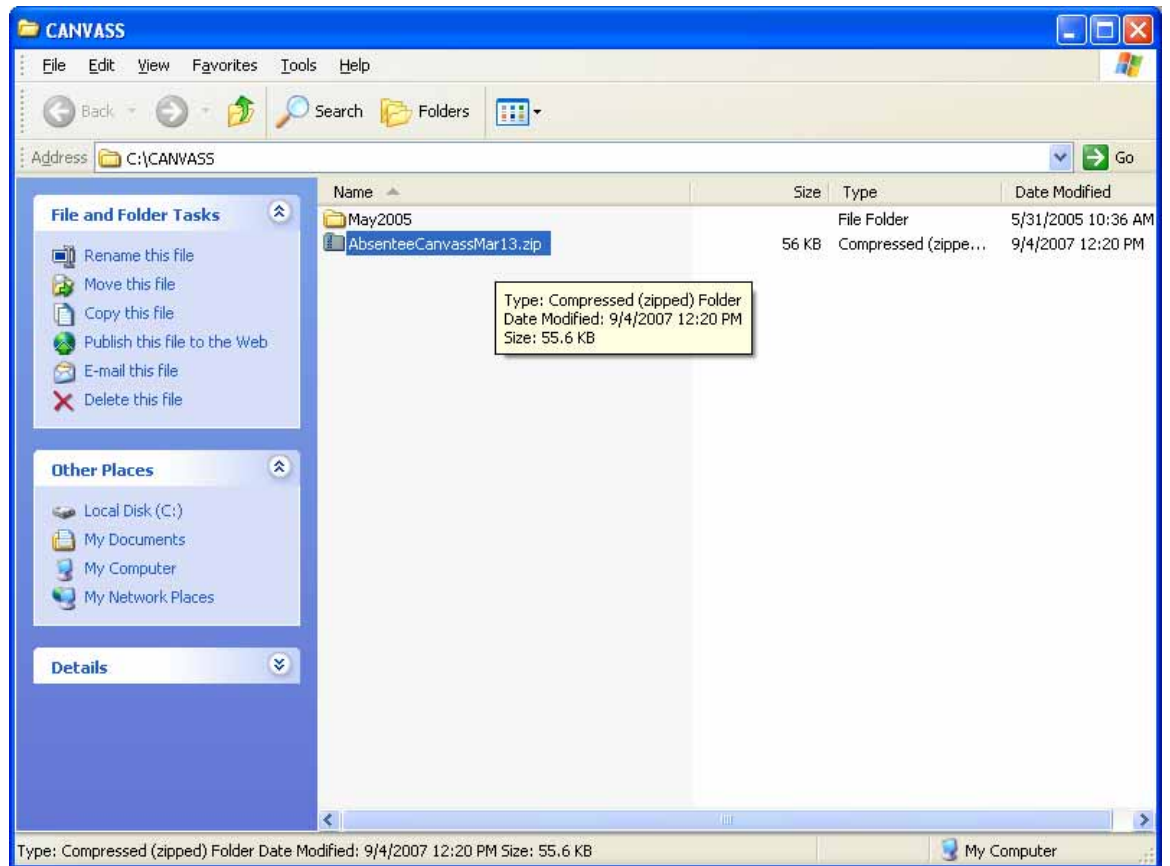
- Click the Save button to save the file to your computer and bring up the following window.



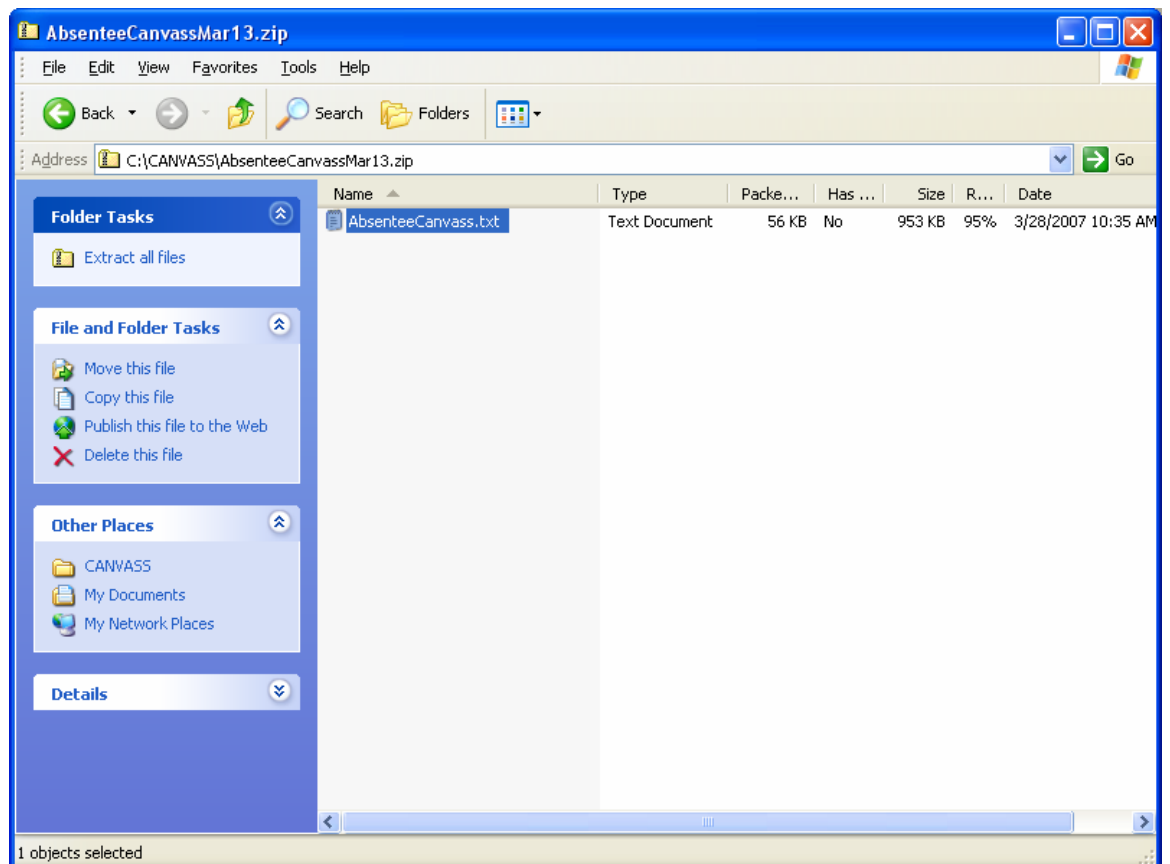
- Select where on your computer you wish to save the zip file then click Save



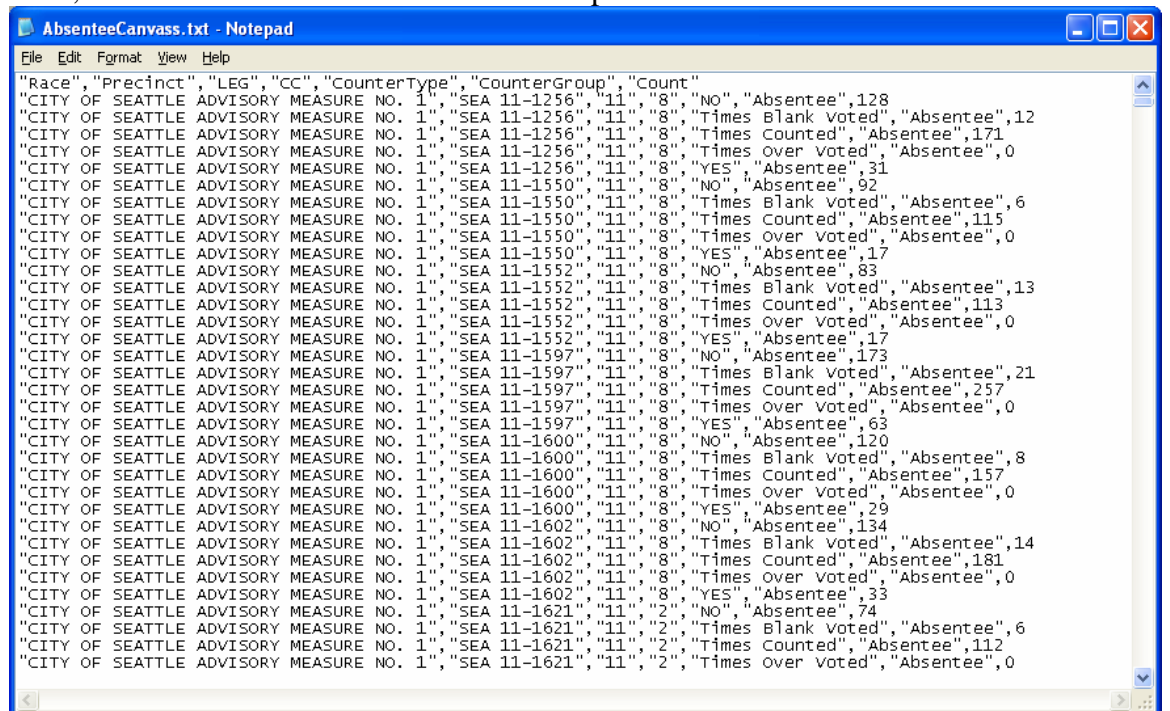
- After the download is complete, click the Open Folder button to bring up the following window.



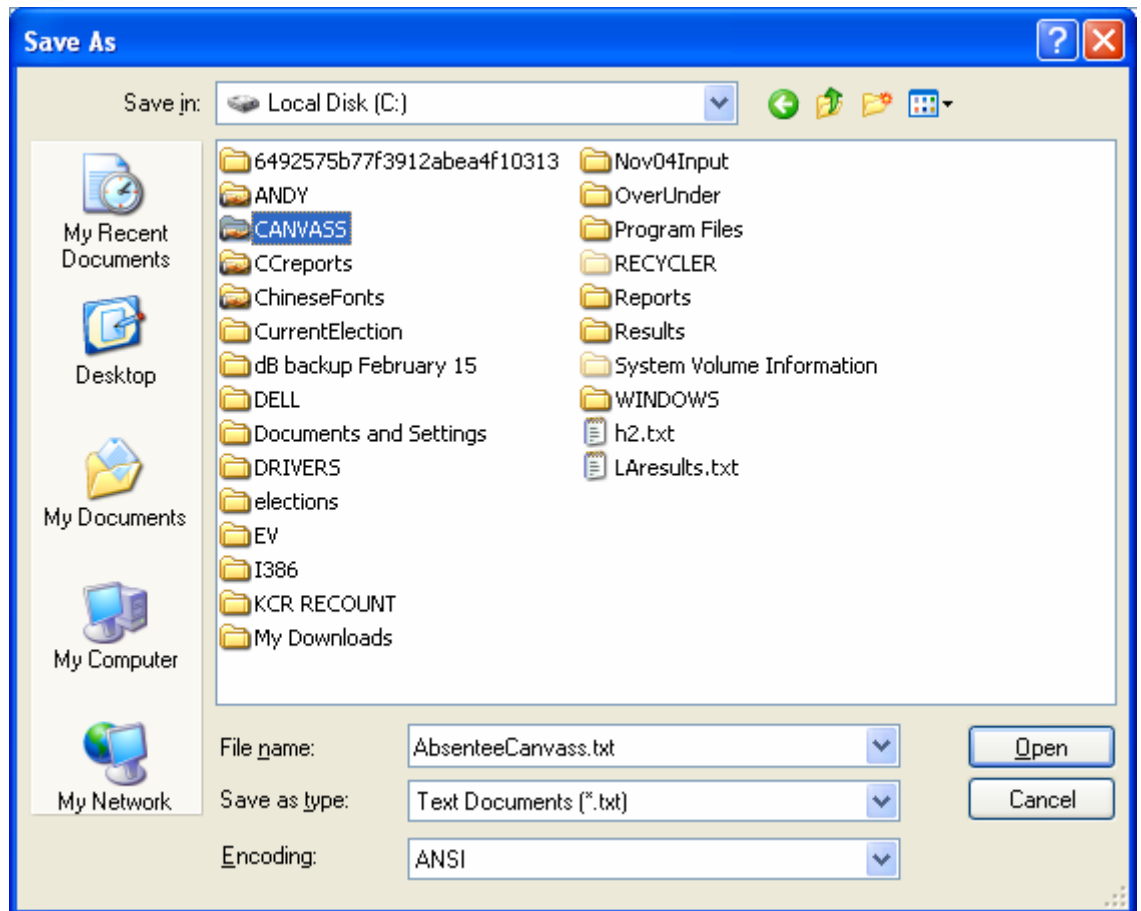
-
- Double click the downloaded zip file to create your E-Canvass file and open the following window.



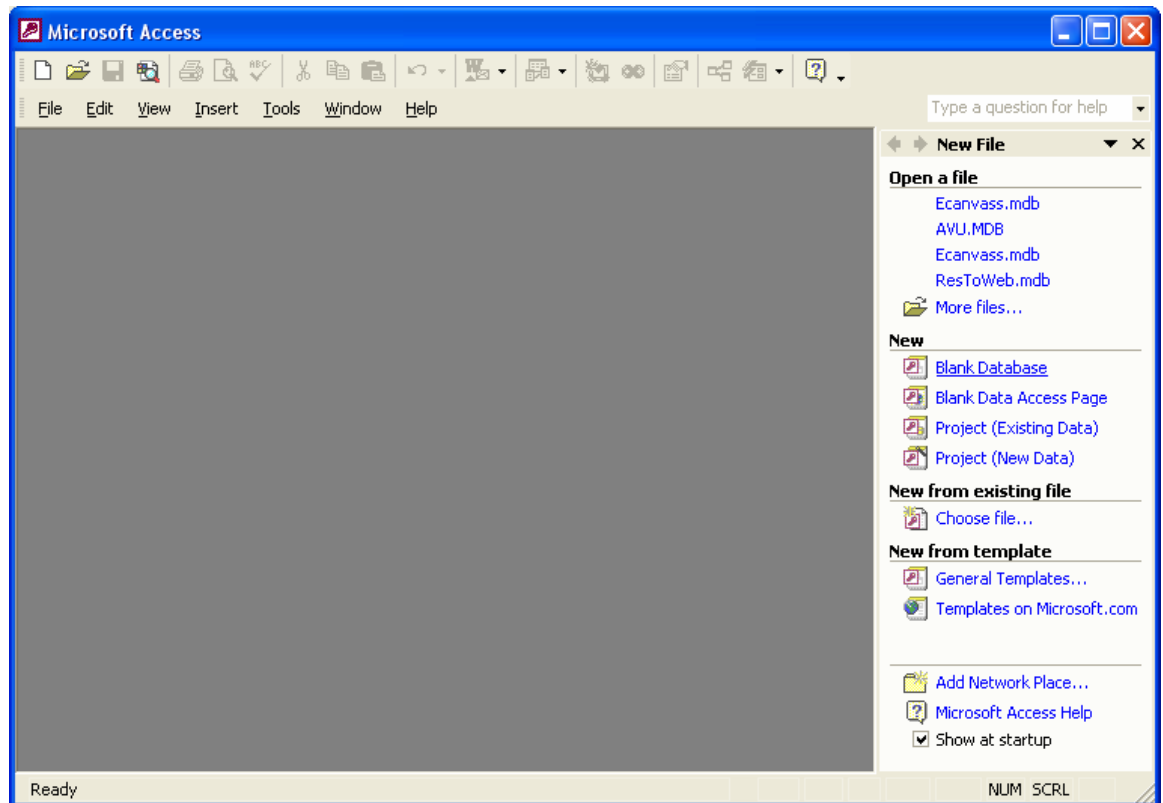
- Next, double click the file in the window to open the file.



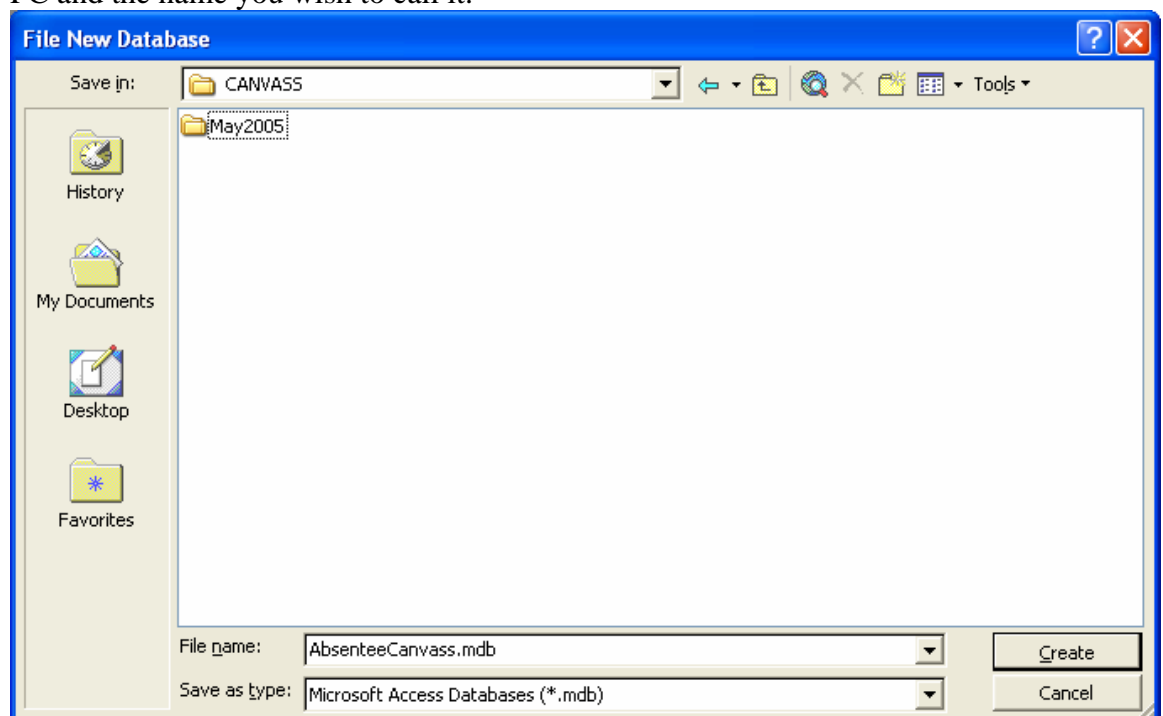
- Next, under the File menu select Save File As option to open the next window.



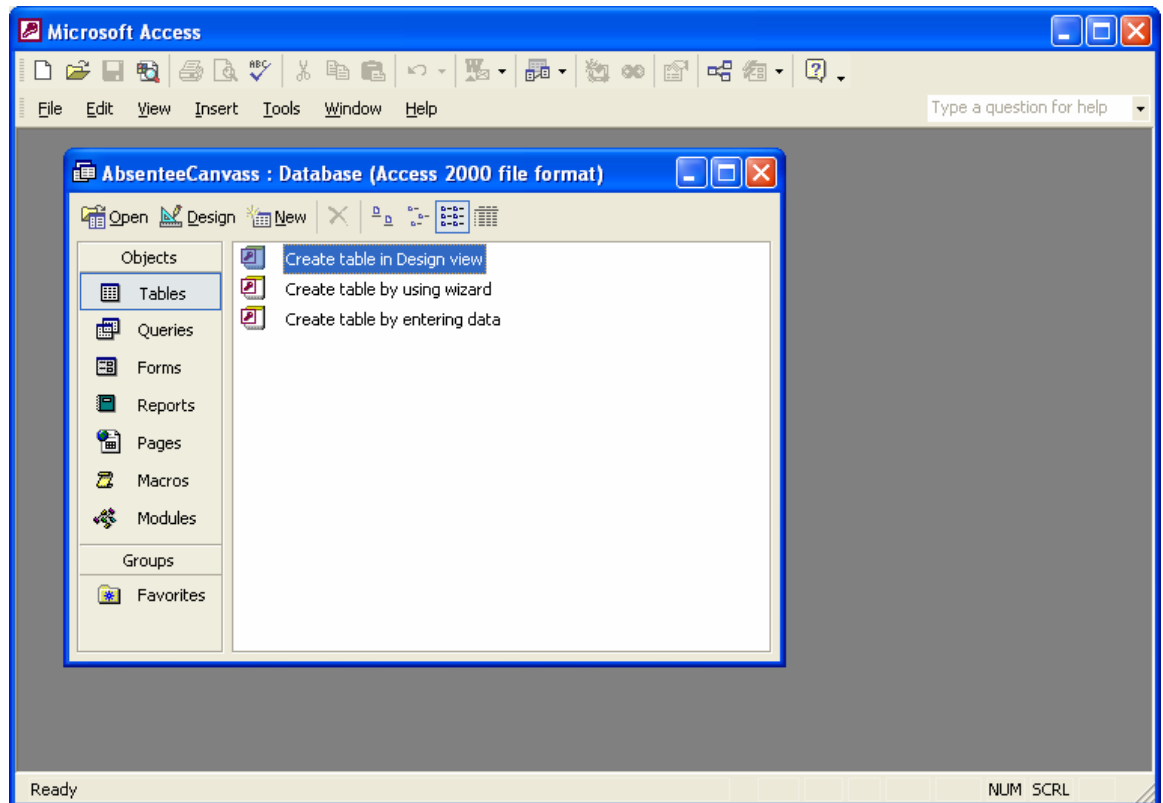
-
- Select the folder you wish to save the E-Canvass file into. Remember the name and location of this file.
- Open Microsoft Access.
- Create a new dB as show in the following window.



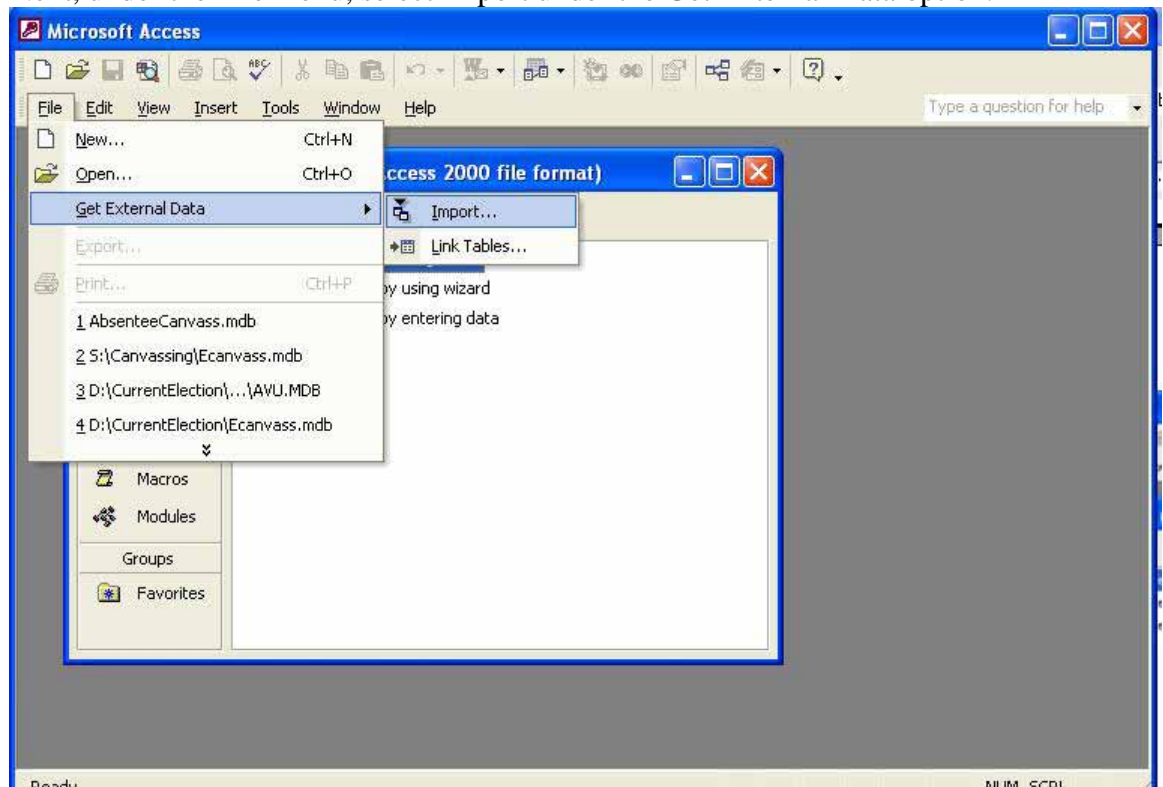
-
- Select the New Database option on the right side of the window.
- In the next window specify where you want the database to be located on your PC and the name you wish to call it.



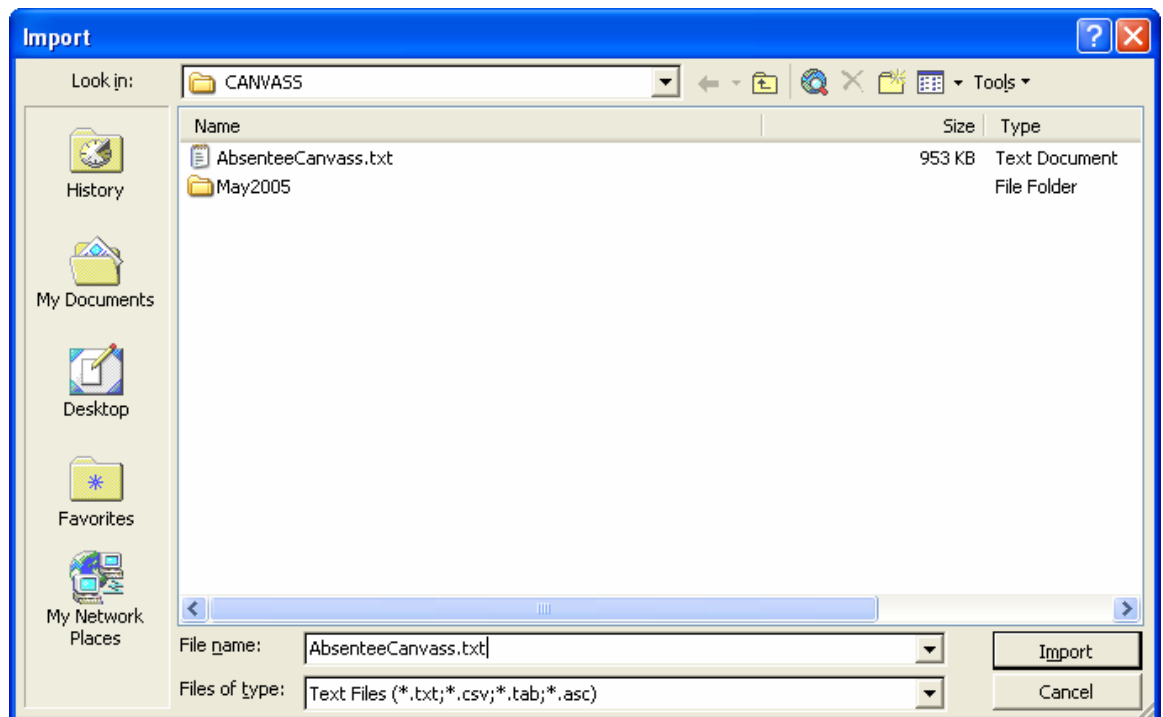
-
- Click the Create button to create the database.
- A new blank database window will appear as follows.



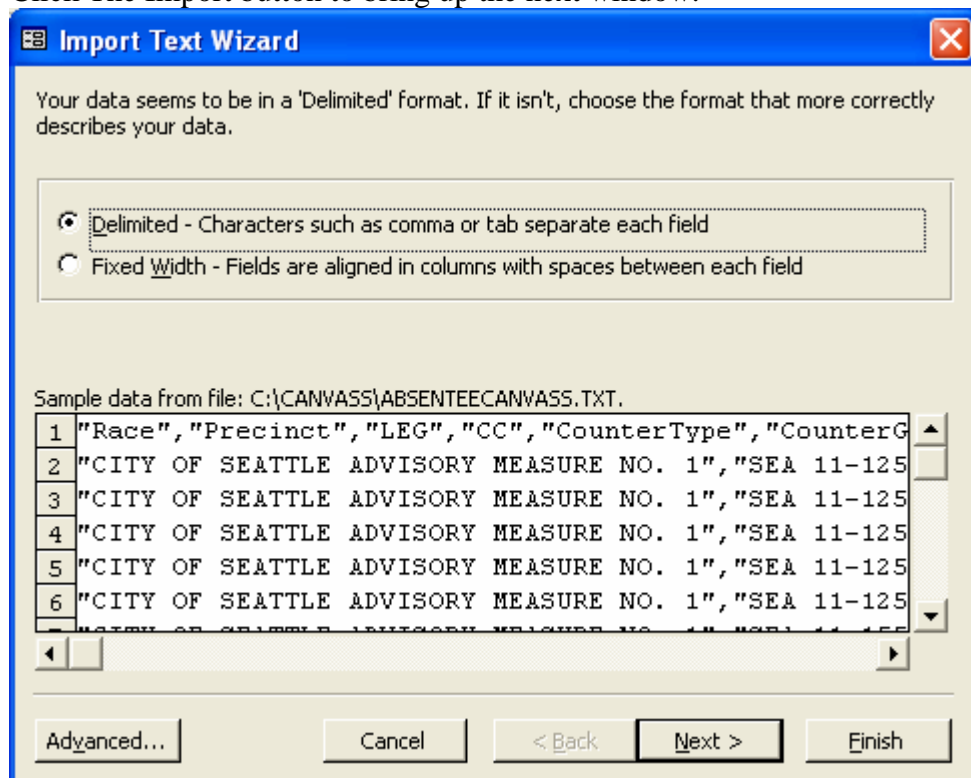
-
- Next, under the File menu, select Import under the Get External Data option.



-
- Specify the location, name, and File type (Text File) of the E-Canvass file.



-
- Click The Import button to bring up the next window.



-
- Make sure the Delimited option is selected then click next to bring up the following window

Import Text Wizard

What delimiter separates your fields? Select the appropriate delimiter and see how your text is affected in the preview below.

Choose the delimiter that separates your fields:

☐ Tab
 ☐ Semicolon
 ☒ Comma
 ☐ Space
 ☐ Other:

☒ First Row Contains Field Names
 Text Qualifier:

Race	Precinct	LEG
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1550	11

-
- Make sure all the settings are exactly as above then click the Next button.
- In the next window choose the In a New Table option and click the Next button

Import Text Wizard

You can store your data in a new table or in an existing table.

Where would you like to store your data?

☒ In a New Table
 ☐ In an Existing Table:

Race	Precinct	LEG
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1550	11

-
- In the next window, click the Next button.

Import Text Wizard

You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the 'Field Options' area.

Field Options

Field Name: Data Type:

Indexed: ☐ Do not import field (Skip)

Race	Precinct	LEG
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1550	11

Advanced... Cancel < Back Next > Finish

-
- The next window will ask if you want a primary key. A primary key speeds up searches and queries but is only recommended for those with some database experience. For this demonstration, we will not assign a primary key.

Import Text Wizard

Microsoft Access recommends that you define a primary key for your new table. A primary key is used to uniquely identify each record in your table. It allows you to retrieve data more quickly.

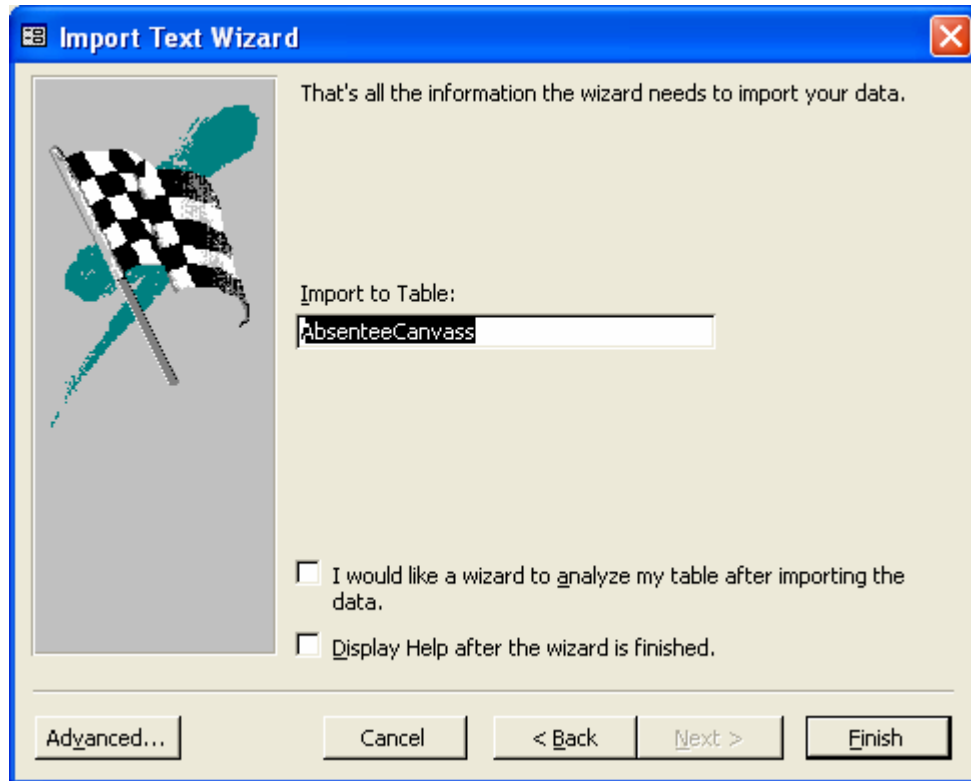
☐ Let Access add primary key.
☐ Choose my own primary key.
☒ No primary key.

Race	Precinct	LEG
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1256	11
CITY OF SEATTLE ADVISORY MEASURE NO. 1	SEA 11-1550	11

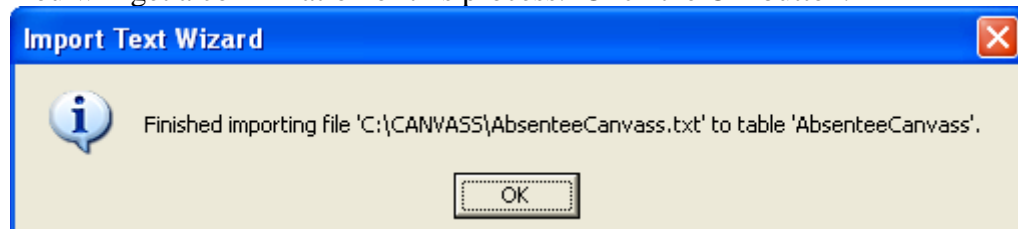
Advanced... Cancel < Back Next > Finish

-

- Click the Next Button to get the following window. If you want to name your table something other than what it has defaulted to, do so in the Name Table text box.



- Click the finish button to create your table.
- You will get a confirmation of this process. Click the OK button.



- You may now use Microsoft Access to sort, query, and analyze your table.